

WOMAN'S HOME AND OVERSEAS MISSIONARY SOCIETY

CONSTITUTION

AND

BY-LAWS

OF THE

AFRICAN METHODIST EPISCOPAL ZION CHURCH

ADOPTED BY THE GENERAL CONFERENCE

ST. LOUIS, MO – MAY, 1904

REVISION ADOPTED

GREENSBORO, NC – JULY, 2000



DEPARTMENTS

PARENT BODY

YOUNG ADULT MISSIONARY SOCIETY

YOUTH MISSIONARY SOCIETY

BUDS OF PROMISE JUVENILE MISSIONARY SOCIETY

BUREAU OF OVERSEAS SUPPLY

LIFE MEMBERS COUNCIL



Digitized by the Internet Archive
in 2017 with funding from
Princeton Theological Seminary Library

PREAMBLE

The Constitution and By-Laws of the Woman's Home and Overseas Missionary Society of the African Methodist Episcopal Zion Church contains the basic rules, explanation of all Departments and operational instructions of the Woman's Home and Overseas Missionary Society. It describes the Society's functions, name, purpose, members, budget, departmental proceedings, meetings, Executive Board, fiscal officers, standing committees, and in general, the operation of the Society. However, this document does not include all the actions of the Society, as that would fill volumes.

The descriptive headings in this Constitution are for convenience of reference only and shall not define or limit the provisions hereof.

It is hoped that this Constitution will aid all who read it in the development of strong, effective leadership and will assist each member in fulfilling the mission of God and the purpose of the W.H.&O.M. Society.

Constitution Committee

Mrs. Ruth Stevens, Chairman

Mrs. Sandra B. Crowder

Mrs. Dorothy S. Johnson

Dr. Mattilyn T. Rochester

Rev. Lula G. Williams

Dr. Adlise Ivey Porter, Ex-Officio

The Office of the Executive Secretary

Mrs. Alice Steele-Robinson

P.O. Box 26846 • Charlotte, NC 28221-6846

3225 West Sugar Creek Road • Charlotte, NC 28269

TABLE OF CONTENTS

	<u>Page</u>
Board of Bishops and Overseas Missions Board.....	1
Lineage of Authorized Changes and Revisions Approved.....	2
Executive Board Members	
General Officers	3
Missionary Supervisors	4
W.H.&O.M. Society Organizational Chart.....	5

**PART I. GENERAL LEVEL, WOMAN'S HOME AND
OVERSEAS MISSIONARY SOCIETY**

Article 1. Name.....	6
Article 2. Purpose.....	6
Article 3. Organization.....	6
Article 4. Executive Board.....	7
Section 1. General Officers	7
Section 2. Missionary Supervisors	10
Section 3. Executive Board Responsibilities.....	10
Section 4. Meetings	11
Section 5. Standing Committees	11
Article 5. Quadrennial Convention	13
Article 6. Budget and Finance.....	14

**PART II. DEPARTMENTS OF THE WOMAN'S HOME AND
OVERSEAS MISSIONARY SOCIETY**

Article 1. Departments - General, District and Local Levels.....	15
Section 1. General Level	15
Section 2. Parent Body Department	16
A. General President.....	16
B. District President.....	16
C. Local President.....	17
D. Local Parent Body Department Structure	17
Section 3. The Young Adult Missionary Department.....	18
A. General Coordinator.....	18
B. District Coordinator	19
C. Local Coordinator	19
D. Local Young Adult Missionary Department Structure.....	20
Section 4. The Youth Missionary Department.....	22
A. General Secretary.....	22
B. District Secretary	22
C. Local Secretary	23
D. Local Youth Missionary Department Structure.....	23
Section 5. The Buds of Promise Juvenile Missionary Department.....	26
A. Name.....	26

B. Mission Statement.....	26
C. General Superintendent.....	26
D. District Superintendent	26
E. Local Superintendent	27
F. Local Buds of Promise Juvenile Missionary Society Structure.....	27
Section 6. Bureau of Overseas Supply Department	30
A. General Secretary.....	30
B. District Secretary	30
C. Local Secretary	31
Section 7. The Life Members Department	31
A. General Chairman.....	31
B. District Chairman.....	32
C. Local Chairman.....	32
D. Membership in the Life Members Council.....	32
E. Occasions on Which Stoles are Worn.....	33
F. Educational Endowment Fund.....	33
Article 2. Departmental Symbolism and Benediction	34
Section 1. Departmental Mottoes, Colors, Significance of Colors and Emblems.....	34
Section 2. Departmental Theme Songs	36
Section 3. Missionary Benediction.....	36

PART III. PROGRAMS OF THE WOMAN'S HOME AND OVERSEAS MISSIONARY SOCIETY

Article 1. Field Workers.....	37
Section 1. Field Workers in the W.H.&O.M. Society.....	37
Article 2. W.H.&O.M. Society District Mass Meeting.....	40
A. Name.....	40
B. Purpose.....	40
C. Organization.....	40
D. Special Workers.....	41
E. Finance.....	42
F. Order of Business.....	42
G. Honor Rolls.....	43
Article 3. Yearly Observances.	43
Article 4. Ecumenical Outreach.	45

PART IV. CENTRALIZED OFFICE AND GENERAL ELECTIONS

Article 1. Centralized Office.....	46
Article 2. Election Process	46
Section 1. Procedures for Election for General Officers.....	46
Section 2. Procedures for Election (Exec.Secy/Treasurer)	47
Section 3. Qualifications for Office of Executive Secretary	47
Section 4. Qualifications for Office of Treasurer	49

APPENDIX – Social Issues

BOARD OF BISHOPS
AFRICAN METHODIST EPISCOPAL ZION CHURCH

Bishop Cecil Bishop, Piedmont Episcopal District
Bishop George W.C. Walker, Sr., North Eastern Episcopal District
Bishop Milton A. Williams, Mid-Atlantic II Episcopal District
Bishop S. Chuka Ekemam, Eastern West Africa Episcopal District
Bishop George E. Battle, Jr., Eastern North Carolina Episcopal District
Bishop Joseph Johnson, South Atlantic Episcopal District
Bishop Richard K. Thompson, Alabama-Florida Episcopal District
Bishop Enoch B. Rochester, Mid-West Episcopal District
Bishop Marshall H. Strickland, Mid-Atlantic I Episcopal District
Bishop Clarence Carr, Western Episcopal District
Bishop Nathaniel Jarrett, Southwestern Delta Episcopal District
Bishop Warren M. Brown, Western West Africa Episcopal District

RETIRED BISHOPS

Bishop William Alexander Hilliard
Bishop J. Clinton Hoggard
Bishop John H. Miller, Sr.
Bishop Ruben L. Speaks

OVERSEAS MISSIONS BOARD

Bishop Enoch B. Rochester, Chairman
Bishop Clarence Carr, First Vice Chairman
Bishop John H. Miller, Sr., Second Vice Chairman

LINEAGE OF AUTHORIZED CHANGES AND REVISIONS APPROVED

Changes in the **CONSTITUTION AND BY-LAWS** of the Woman's Home and Overseas Missionary Society were authorized by the Society's General Convention convening in the locations on the dates following:

Indianapolis, Indiana – August, 1935
Detroit, Michigan – August, 1939
Brooklyn, New York – August 1943
Washington, North Carolina – August, 1947
Winston-Salem, North Carolina – August, 1951
Los Angeles, California – August, 1955
Hartford, Connecticut – August, 1959
St. Louis, Missouri – August, 1963
Brooklyn, New York – August, 1967
Buffalo, New York – August, 1971
Los Angeles, California – August, 1975
Miami Beach, Florida – August, 1979
New Orleans, Louisiana – August, 1983
Boston, Massachusetts – August, 1987
New Orleans, Louisiana – August, 1991
Detroit, Michigan – August, 1995
Dallas, Texas – August, 1999

The revisions and changes in the **CONSTITUTION AND BY-LAWS** of the Woman's Home and Overseas Missionary Society were approved by the General Conference of the A.M.E. Zion Church at the locations and on the dates following:

Greensboro, North Carolina – May, 1936
Washington, District of Columbia – May, 1940
Detroit, Michigan – May, 1944
Louisville, Kentucky – May, 1948
Brooklyn, New York – May, 1952
Pittsburgh, Pennsylvania – May, 1956
Buffalo, New York – May, 1960
Indianapolis, Indiana – May, 1964
Detroit, Michigan – May, 1968
Mobile, Alabama – May, 1972
Chicago, Illinois – May, 1976
Greensboro, North Carolina – May, 1980
St. Louis, Missouri – August, 1984
Charlotte, North Carolina – August, 1988
Atlanta, Georgia – July 1992
Washington, District of Columbia – July, 1996
Greensboro, North Carolina – July, 2000

**WOMAN'S HOME AND OVERSEAS MISSIONARY SOCIETY
EXECUTIVE BOARD**

A. GENERAL OFFICERS

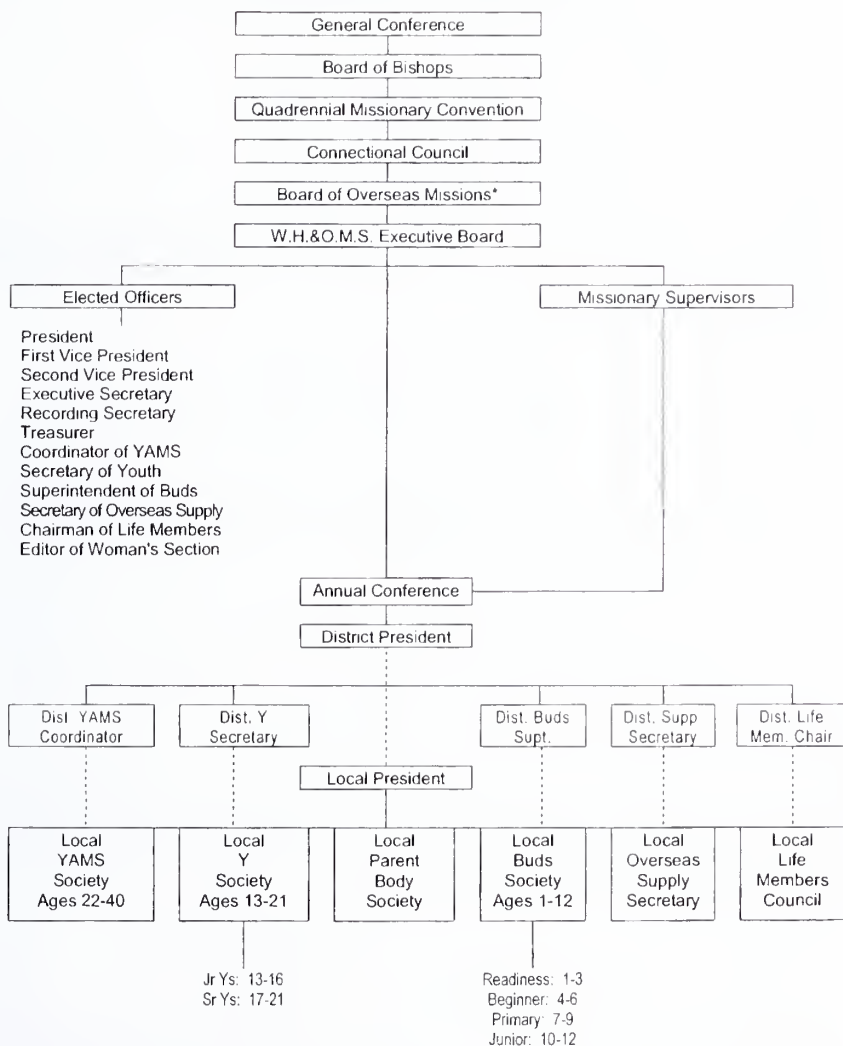
PRESIDENT	14500 Abington Road, Detroit, MI 48227
<i>Dr. Adlise Ivey Porter</i>	Tel. (313) 270-3280; Fax (313) 270-4988
FIRST VICE PRESIDENT	12 Eldridge Street, Waterbury CT 06704
<i>Mrs. Margie J. Bonner</i>	Tel. (203) 756-1829
SECOND VICE PRESIDENT	1808 Heather Hill Court, Flossmoor, IL 60422
<i>Dr. Sandra L. Gadson</i>	Tel. (708) 957-0114; Fax (708) 957-4629
EXECUTIVE SECRETARY	P.O. Box 26846, Charlotte, NC 28221-6846
<i>Mrs. Alice Steele-Robinson</i>	Tel. (704) 344-9085; Fax (704) 344-9087
RECORDING SECRETARY	3130 Greenvale Way, Decatur, GA 30034
<i>Mrs. Vivian W. Brown</i>	Tel. (770) 593-1566
TREASURER	P.O. Box 25582, Charlotte, NC 28229
<i>Mrs. Elease W. Johnson</i>	Tel. (704) 573-3262
COORDINATOR, YOUNG ADULT MISSIONARY SOCIETY	960 Autumn Harvest Drive Virginia Beach, VA 23464
<i>Mrs. Sandra B. Crowder</i>	Tel. (757) 495-8728
SECRETARY, YOUTH MISSIONARY SOCIETY	800 S. York Street, #2402 Gastonia, NC 28052
<i>Mrs. Millicent D. Thomas</i>	Tel. (704) 869-8800
SUPERINTENDENT, BUDS OF PROMISE	20 Crestwood Lane, New Britain, CT 06053
JUVENILE MISSIONARY SOCIETY	Tel. (860) 225-1167
<i>Mrs. Vicki L. Lewis</i>	
SECRETARY, BUREAU OF OVERSEAS SUPPLY	P.O. Box 994, Salisbury, NC 28145
<i>Mrs. Annette E. Whitted</i>	Tel. (704) 633-0278; Fax (704) 639-1433
CHAIRMAN, LIFE MEMBERS COUNCIL	500 State Street, Mobile, AL 36603
<i>Mrs. Juletha Neely French</i>	Tel. (334) 438-4096
EDITOR, WOMAN'S SECTION	1080 Lincoln Place, Brooklyn, NY 11213
<i>THE MISSIONARY SEER</i>	Tel. (718) 604-3681; Fax (718) 604-2094
<i>Mrs. Ruth Stevens</i>	

**WOMAN'S HOME AND OVERSEAS MISSIONARY SOCIETY
EXECUTIVE BOARD**

B. MISSIONARY SUPERVISORS

- | | |
|---|--|
| 1. Marlene Y. Bishop, Esq.
2663 Oakmeade Drive
Charlotte, NC 28270
Tel. (704) 846-9370
Fax (704) 846-9370 | 7. Mrs. Georgia E. Thompson
2159 Vaughn Lane
Montgomery, AL 36106
Tel. (202) 723-8993 |
| 2. Mrs. Geraldine J. Walker
137 Talcott Notch Road
Farmington, CT 06032
Tel. (860) 676-8414
Fax (860) 676-8424 | 8. Dr. Mattilyn T. Rochester
129 Sagebrush Drive
Belleville, IL 62221
Tel. (618) 257-8481
Fax (618) 257-9520 |
| 3. Rev. Lula G. Williams
12904 Canoe Court
Fort Washington, MD 20744
Tel. (301) 292-0002
Fax (301) 292-6655 | 9. Dr. Dorothy E. Brunson
3419 Bancroft Road
Baltimore, MD 21215
Tel/Fax (410) 764-0876 |
| 4. Mrs. Faustina Ife Ekemam
98 Okigwe Road, P.O. Box 1149
Owerri, Nigeria, W. Africa
Tel. 011-234-83-231303
Fax 011-234-83-232271
E-Mail: amezion@infoweb.abs.net | 10. Mrs. Barbara S. Carr
2600 Normandy Drive
Greendale, MO 63121
Tel. (314) 727-2931
Fax (314) 727-0663 |
| 5. Mrs. Iris M. Battle
18403 Dembridge Lane
Davidson, NC 28036
Tel. (704) 895-2236 | 11. Mrs. Estella Jarrett
18031 South Pheasant Lake Dr.
Tinley Park, IL 60477
Tel. (708) 802-9873
Fax (708) 429-3911 |
| 6. Mrs. Dorothy S. Johnson
1408 Jack White Drive
Rock Hill, SC 29732
Tel. (803) 328-1068
Fax (803) 980-0793 | 12. Mrs. Aurelia S. Brown
22 Crowley Drive
Randolph, MA 02368
Tel. (781) 961-2434
Fax (781) 961-2939 |

WOMAN'S HOME AND OVERSEAS MISSIONARY SOCIETY ORGANIZATIONAL CHART



- The point of official contact and relationship through the Chairman of the Board who is the W.H.&O.M. Society's liaison person. Additional contact is with the Department of Overseas Missions and the Department of Home Missions, through the Society's financial support.

WOMAN'S HOME AND OVERSEAS MISSIONARY SOCIETY

CONSTITUTION AND BY-LAWS

PART I: GENERAL LEVEL

ARTICLE I. NAME

This organization shall be called the **WOMAN'S HOME AND OVERSEAS MISSIONARY SOCIETY** of the **AFRICAN METHODIST EPISCOPAL ZION CHURCH**.

ARTICLE II. PURPOSE

The purpose of the Woman's Home and Overseas Missionary Society of the African Methodist Episcopal Zion Church is to:

- promote growth in the knowledge and understanding of God and His plan of redemption for the world, as revealed through Jesus Christ and the power of the Holy Spirit;
- teach the concepts of Christian missions and provide experiences for participation in mission work and its ministries;
- exemplify the principles of Christian living and to win others to Christ;
- promote the cause of World Evangelism; and
- serve as a financial support system to undergird the world mission outreach of the African Methodist Episcopal Zion Church, at home and overseas, to the end that, through the power of the Holy Spirit, Christ is exalted and God is glorified.

ARTICLE III. ORGANIZATION

Section 1. The Board of Overseas Missions of the African Methodist Episcopal Zion Church shall constitute the point of official contact and relationship between the Woman's Home and Overseas Missionary Society and the General Church. The General Officers of the Society shall be members of the Connectional Council.

ARTICLE IV. EXECUTIVE BOARD

CONSTITUENTS. The Executive Board shall be composed of the General Officers and Missionary Supervisors.

Section 1. GENERAL OFFICERS

A. The General Officers of the Society shall be President, First Vice President, Second Vice President, Executive Secretary, Recording Secretary, Treasurer, Coordinator of the Young Adult Missionary Society, Secretary of the Youth Missionary Society, Superintendent of the Buds of Promise Juvenile Missionary Society, Secretary of the Bureau of Overseas Supply, Chairman of the Life Members Council, and Editor of the Woman's Section, *Missionary Seer*.

1. These officers shall be elected by the members of the Quadrennial Convention for a term of four years. No person may be elected to the same office for more than two consecutive terms.
2. A quadrennium or four years must lapse before an Officer can aspire for another office in the General Woman's Home and Overseas Missionary Society. A General Officer accepting a Supervisory position forfeits her elected office.

a. **PRESIDENT**

The General President shall supervise and promote the general interest of the Woman's Home and Overseas Missionary Society, supporting all department heads and being supportive of the total missionary mandate. She shall communicate regularly with the General Officers of the Society and with the Missionary Supervisors of the Episcopal Districts. She shall preside at all meetings of the Society; call special meetings when necessary; prepare the agenda for regular meetings; appoint special committees, when necessary; serve as ex-officio member of all committees; sign all vouchers for payment; and conduct the general correspondence for the General Society. She shall report on the above duties to the Executive Board; and make regular reports for the W.H.&O.M. Society to the Overseas Mission Board, the Board of Bishops and the Connectional Council. She shall be our official ecumenical representative with the power to appoint a representative to serve in her absence. The President or her designee shall serve as the official representative on the General Level of the Church. She shall be a member of

the Executive Board for one year immediately following her retirement from office.

b. FIRST VICE PRESIDENT

The First Vice President shall assist the President, preside in her absence and assume the responsibilities assigned to her by the Executive Board. She shall promote the Communion Offering (which is received from each Episcopal District) and present it at the Sunday evening Quadrennial Convention Communion Service. She shall also promote the Second Mile Project (Mary Gaither Meeks Agape Luncheon, Agape Sunday and the Vilma D. Leake Walk-A-Mile for Second Mile), which shall be reported to the Mass Meeting. She shall chair the Visual Aids Projects.

c. SECOND VICE PRESIDENT

The Second Vice President shall assist the President when called upon and assume responsibilities as assigned by the Executive Board. She shall serve as chairman of the Leadership Training Institute Committee and Coordinating Dean of all Leadership Training Institutes. She shall prepare a program for the observance of Annie W. Blackwell Day.

d. EXECUTIVE SECRETARY

The Executive Secretary of the Woman's Home and Overseas Missionary Society shall communicate regularly with Missionary Supervisors and the President; send notifications of elections, appointments, and all special meetings to District Officers; and lend clerical assistance to the President in preparing the agendas for the regular meetings of the Executive Board. She shall receive all funds and reports from the District and Local Societies, and give triplicate receipts for the same to be issued as follows: one receipt retained by the Executive Secretary, one receipt issued to the payee, one receipt sent to the Missionary Supervisor at the end of the month following payment. All moneys received shall be sent to the Treasurer the last Thursday of each month. She shall report to the Executive Board and to the Quadrennial Convention, and make required reports for the W.H.&O.M. Society to the Overseas Mission Board, the Board of Bishops and the Connectional Council. She shall keep statistical and financial records in a book provided and on computer and/or disks as appropriate; maintain a file of correspondence, and copies of reports, which shall be preserved for her successor. She shall

forward all orders for stoles as received to the General Chairman of Life Members Council. By virtue of her office, she shall be a member of the Budget Committee. She shall be bonded in the sum of one hundred thousand dollars (\$100,000.00) with an acceptable bonding company.

e. RECORDING SECRETARY

The Recording Secretary shall keep an accurate record of all the proceedings of the Executive Board meetings and the Quadrennial Conventions in a bound book; keep the Executive Board's official membership roll; send notices for meetings and prepare agendas as directed by the President; prepare corrected minutes and mail them to Board members; maintain a Record Book in which the current Constitution and By-Laws, special rules of order, standing rules and minutes are entered with any amendments to these documents properly recorded, and have the current record books on hand at every meeting. She shall serve as Chairperson of the Quadrennial Convention Secretariat; receive recommendations from each Missionary Supervisor and shall appoint from its number a Chief Secretary, assign persons according to district and review all minutes before they are read to the Convention. She shall serve as Chairperson of the committee appointed by the President to review all Convention proceedings and see that they are properly prepared for publication and distribution. She shall prepare a Quadrennial Report and present it at each Quadrennial Convention.

f. TREASURER

The Treasurer shall receive and keep a careful account of all funds of the Society, deposit same in the bank, and pay out none except by vouchers signed by the President and Executive Secretary. She shall make reports to the Executive Board on demand and to the Quadrennial Convention, and make required reports for the W.H.&O.M. Society to the Overseas Mission Board, the Board of Bishops and the Connectional Council. She shall keep statistical and financial records in a book provided and on computer and/or disks as appropriate. She shall pay out money only by check. The Treasurer shall be bonded in the sum of one hundred thousand dollars (\$100,000.00) with an acceptable bonding company. She shall, by virtue of her office, be a member of the Budget Committee. The Treasurer shall have clerical help when necessary. The rent for her office shall be determined by the Executive Board.

g. **EDITOR, WOMAN'S SECTION, *MISSIONARY SEER***

The Woman's Section of *The Missionary Seer* shall be the medium through which valuable information shall be transmitted by the Editor. The Editor of the Woman's Section shall communicate regularly with the Editor of *The Missionary Seer*, the General Officers, Missionary Supervisors, and District Mass Meeting Reporters, as to newsworthy articles to be published in the Official Organ of the Missionary Department. Through the Woman's Section, she shall keep the Church informed regarding our home and overseas missions. The Editor shall be responsible to conduct public relations for the Woman's Home and Overseas Missionary Society.

Section 2. MISSIONARY SUPERVISORS

- A. At the discretion of the Bishop, a Supervisor of the Woman's Home and Overseas Missionary Society in each Episcopal District shall be appointed, whose duty it shall be to supervise the missionary work of each Department in the Episcopal District. She shall see that all moneys collected for missions have been forwarded immediately to the Executive Secretary. She shall communicate regularly with the Executive Secretary and shall keep the program of the Episcopal District in harmony with that of the plans of the General Officers of the Society. She shall hold conventions or convocations annually at which she presides, and for which she, in cooperation with the District Officers, plans the program. She shall confer frequently with the Chairmen of Committees on Mission Education and Literature that she may more effectively promote programs of Mission Education in the District. She shall attend the Annual Conference of the District at which time she shall receive reports from the District Missionary Officers. She shall require of each District Officer written reports and exhibits of official receipts for money sent during the year.

Section 3. EXECUTIVE BOARD RESPONSIBILITIES

- A. The Executive Board shall have the authority to make rules and regulations governing the Society consistent with those specified in *The Book of Discipline of the African Methodist Episcopal Zion Church*.
- B. The Executive Board shall have the power to fill vacancies of elected officers during the interim of the Quadrennial Convention.
- C. Executive Board shall not have the authority to make constitutional changes.

Section 4. MEETINGS

- A. The Executive Board shall meet yearly at the time and place of the Connectional Council. In the year immediately preceding and following the General Convention, a full Board meeting shall be called at the time and place of the Board of Bishops meeting.
- B. **Quorum:** The majority of members of the Executive Board shall constitute a quorum to transact business.

Section 5. STANDING COMMITTEES

There shall be the following Standing Committees: Mission Education, Literature, Spiritual Life and Worship, Leadership Training Institute, Second Mile Offering, Constitution, Recommendations/Resolutions, Budget, Revisions, Site, and Personnel approved by the Executive Board to serve one term. A person who is not a member of the Executive Board may be appointed to each committee.

- A. The Mission Education Committee shall be composed of nine (9) members. This committee shall secure and distribute methods of missionary work and develop plans for increasing interest in Home and Overseas missions; cooperate with the Christian Education Department of the Church through lecture courses, mission study, District and Annual Conferences and Leadership Training Institutes.
- B. The Literature Committee shall be composed of seven (7) members. This committee shall prepare the Literature for the different Departments and conduct the sale and use of study books and other missionary publications.
- C. The Spiritual Life Committee shall prepare the Worship Devotions for Executive Board Meetings, coordinate the Worship Service at the General Convention; and prepare the General Convention Worship Book to be used by the Societies.
- D. Leadership Training Institutes shall be held annually and programs are to be arranged by the Leadership Training Institute Committee.
- E. The Second Mile Offering Committee shall promote sacrificial giving, which shall be reported at each Mass Meeting. Funds are to be forwarded to the Executive Secretary and shall be used for Home and Overseas mission projects in alternate years.

- F. The Recommendations/Resolutions Committee shall be composed of seven (7) members. This Committee shall receive all recommendations for the Woman's Home and Overseas Missionary Society's General Convention ninety (90) days before the General Convention begins. The recommendations must be sent to the Chairman of the Recommendations Committee. This committee shall prepare and present all recommendations to the General Convention for the first and second readings.
- G. The Budget Committee shall be composed of five (5) members, one of whom shall be the Audit Coordinator. The Budget Committee shall compile a Budget for the W.H.&O.M. Society. This budget shall be presented to the Executive Board and the Board of Bishops for approval, W.H.&O.M. Society Quadrennial Convention for approval, and the General Conference for ratification.
- H. The Revisions Committee shall be composed of five (5) members. This committee shall present any revisions to the W.H.&O.M. Society General Convention that they find necessary for change in the Constitution due to inconsistency and alteration.
- I. The Site Committee shall be composed of five (5) members. This committee shall receive all invitations from churches to entertain the General Convention. If no invitation is acceptable or if no invitations are received, the Committee shall look for sites. The committee shall visit each site, if necessary, and report their findings to the Executive Board.
- J. The Personnel Committee shall be composed of five (5) members, two appointed by the General President (one to be the Chairperson and the other the Vice Chairperson), and by virtue of their positions, the other three members shall be the Executive Secretary, Treasurer and Audit Coordinator. This committee shall serve as a support mechanism to the Executive Secretary and the Treasurer in the evaluation of the centralized office personnel and the Interviewing Committee for the Executive Board selection process for candidates for the position of Executive Secretary and Treasurer.
- K. There shall be an Audit Coordinator who shall be a member of the Budget Committee. She shall reconcile the monthly receipts of the Executive Secretary and Treasurer and see that Annual and Quadrennial Audits are made by a Certified Public Accountant.

Article V. QUADRENNIAL CONVENTION

Section 1. GENERAL MISSIONARY CONVENTION

- A. A General Missionary Convention shall be held once a quadrennium and its members shall consist of the members of the Executive Board, District Presidents, District Coordinators of the Young Adult Missionary Society, District Secretaries of Youth Missionary Society, District Superintendents of Buds of Promise Juvenile Missionary Society, District Secretaries of Overseas Supply Department, District Chairmen of Life Members Council, one delegate from each Annual Conference, and one delegate from each Presiding Elder District.
1. The Annual Conference Delegate must be elected a year before the General Convention. In every case, these Delegates shall be elected from among the active members of the Woman's Home and Overseas Missionary Society and shall be elected by vote of the majority of the missionary women attending the Annual Conference in which they are elected.
 2. The District Delegate must come from the ranks of the Youth Missionaries, ages 15-21, and must be elected at the first Mass Meeting after the above Annual Conference, so that both are elected a year before the Convention convenes.
- B. The General Convention shall convene during the month of August the year preceding the General Conference.
- C. The Convention shall elect General Officers and a Parliamentarian; make such legislation and changes in the Constitution and By-Laws as deemed necessary; adopt a quadrennial budget; and receive quadrennial reports from the Executive Board.
- D. One member from each Episcopal District shall be appointed by the Missionary Supervisor to serve on each Convention Committee.

Section 2. MISSION OUTREACH

The W.H.&O.M. Society's mission outreach during Quadrennial Conventions shall include presentations to designated organizations in the local area where the Quadrennial Convention meets, and during an appropriate time while the Convention is in session. (An example of such mission outreach is the presentation of canned goods to soup kitchens or shelters.) Delegates will be encouraged to support the outreach efforts.

Article VI. BUDGET AND FINANCE

Section 1. ANNUAL BUDGET

- A. The Annual Budget for the Woman's Home and Overseas Missionary Society, 1999-2003, is \$409,627. This Budget was ratified by the 46th General Conference, July 2000.

General Assessment	\$316,671.00:
Overseas Missions	\$126,668.00
Home Missions	\$126,668.00
Administration	\$63,334.00
Supply Department	\$29,620.00
Maintenance of Centralized Office	\$63,366.00

- B. Plus funds over the amount of the assessments shall be divided between Overseas Missions, Home Missions and the Society's Operational Expense on a ratio of 40 percent, 40 percent and 20 percent, respectively, as the Annual Budget is divided.
- C. As soon as Conference budgets have been assigned by the Bishop and Missionary Supervisor in charge, records of the same shall be sent to the Executive Secretary's office.

Section 2. COMMITMENTS TO OUR SCHOOLS AND COLLEGES

Livingstone College for Hood Seminary	\$20,000.00
Clinton Junior College	\$13,000.00
Lomax-Hannon Junior College.....	\$8,000.00
Hood-Speaks Seminary.....	\$8,000.00
Zion Community College	\$8,000.00
Dinwiddie Institute	\$4,000.00

Section 3. FINANCIAL SUPPORT. Adequate financial support is a necessity if the work of the Woman's Home and Overseas Missionary Society is to grow and expand its outreach. Raising the budget and reporting it promptly within two weeks after each quarterly Mass Meeting, through the District President, is required of each Local and District President. Raising the budget is not an end in itself, but it is the means to an end; that is, it is used as a constructive force in supporting our Denomination in Home and Overseas Missions, thereby extending our outreach and winning the world for Christ.

PART II.
DEPARTMENTS OF THE WOMAN'S HOME AND OVERSEAS
MISSIONARY SOCIETY

Article I. GENERAL, DISTRICT AND LOCAL LEVELS

Section 1. GENERAL LEVEL. There shall be six Departments comprising the Woman's Home and Overseas Missionary Society.

- A. The Woman's Home and Overseas Missionary Society shall include the Parent Body or Senior Society, from age 41 to an unlimited age. The presiding officer shall be called President. This department shall be assessed.
- B. The Young Adult Missionary Society (Y.A.M.S.) shall include women ages 22-40 years old. The presiding officer of this department shall be called Coordinator. This department shall be assessed.
- C. The Youth Missionary Department consists of two groups: the Junior Y's, ages 13-16 and Senior Y's, ages 17-21. The presiding officer of this department shall be called Secretary. The Youth Missionary Department shall be assessed.
- D. The Buds of Promise Juvenile Missionary Society consists of four groups: Readiness Level, ages 1-3; Beginners Level, ages 4-6; Primary Level, ages 7-9; and Junior Level, ages 10-12. The presiding officer of this department shall be called Superintendent. The Buds of Promise shall be assessed.
- E. The Bureau of Overseas Supply shall have an assessment which shall be prorated by the Executive Board to each Episcopal District according to the strength of the District. Donations of clothing, medicine, literature, etc., shall be sent to this Department upon the request of the Bishop and Missionary Supervisor of the overseas area. The presiding officer of this department shall be called Secretary.
- F. The Life Members Council shall consist of all Life Members, Honorary Life Members, Matrons, and Patrons. Life Members Funds support: (1) a Chair of Missions at Hood Theological Seminary and Livingstone College, Salisbury, North Carolina; (2) Grants-in-Aid to Clinton Junior College, Rock Hill, South Carolina, Lomax-Hannon Junior College, Greenville, Alabama; A.M.E. Zion Community College, Monrovia, Liberia, West Africa, Hood-Speaks Seminary, Owerri, Nigeria, West Africa; (3) Stipends for Field Workers; (4) General Mission Education Leadership Training Program; and (5) Assistance with

Operational Expenses of the Woman's Home and Overseas Missionary Society. The presiding officer of this Department shall be called Chairman.

Section 2. PARENT BODY DEPARTMENT

A. GENERAL PRESIDENT

The General President shall supervise and promote the general interest of the Woman's Home and Overseas Missionary Society, supporting all Department heads and being supportive of the total missionary mandate. She shall communicate regularly with the General Officers of the Society and with the Missionary Supervisors of the Episcopal Districts. She shall preside at all meetings of the Society; call special meetings when necessary; prepare the agenda for regular meetings; appoint special committees, when necessary; serve as ex-officio member of all committees; sign all vouchers for payment; and conduct the general correspondence for the General Society. She shall report on the above duties to the Executive Board; and make regular reports for the WH&OM Society to the Overseas Missions Board, the Board of Bishops and the Connectional Council. She shall be our official ecumenical representative with the power to appoint a representative to serve in her absence. The President or her designee shall serve as the official representative on the General Level of the Church. She shall be a member of the Executive Board for one year immediately following her retirement from office.

B. DISTRICT PRESIDENT

It shall be the duty of the District President to superintend the organization of the Missionary Societies within the bounds of the District, meet and correspond with local presidents, and put forth efforts to stimulate the raising of funds for Home and Overseas Missions. She shall correspond with the Executive Secretary and her Missionary Supervisor as to the best methods of carrying on a Missionary Program suitable for the members of the Parent Body that will develop attitudes of Christian fellowship, knowledge and service. She shall make the call and preside at the District Executive Board meetings. She shall preside at the Mass Meetings and receive reports from the Local Parent Body Societies. Within two weeks following the mass meetings, she shall forward all money received for the General Treasury and send a combined statistical and financial report (Woman's Home and Overseas Missionary Society Quarterly Report Form) to the Executive Secretary and a copy to the Missionary Supervisor of her District. All funds must be sent by the District President to avoid any problem with in-keeping of records. Report forms may be

secured from the office of the Executive Secretary. She shall sign all drafts on the Treasury.

C. LOCAL PRESIDENT

The Local President shall preside at all meetings of the Society, call extra meetings when necessary, sign all drafts on the Treasury when ordered by the Society, and perform all other duties of a President. She shall be amenable to the Quarterly Conference. She or her designee shall make reports as to the progress of the Department in the local church at the Mass Meeting. She shall see to it that the program planned by the General Society, and given her through the District President, is implemented in the local church.

D. LOCAL PARENT BODY DEPARTMENT STRUCTURE

1. **Name:** This organization shall be called the Local Woman's Home and Overseas Missionary Society of the African Methodist Episcopal Zion Church.
2. **Purpose:** The purpose of the Local Woman's Home and Overseas Missionary Society of the African Methodist Episcopal Zion Church is to:
 - promote growth in the knowledge and understanding of God and His plan of redemption for the world, as revealed through Jesus Christ and the power of the Holy Spirit;
 - teach the concepts of Christian missions and provide experiences for participation in mission work and its ministries;
 - exemplify the principles of Christian living and to win others to Christ;
 - promote the cause of World Evangelism; and
 - serve as a financial support system to undergird the world mission outreach of the African Methodist Episcopal Zion Church, at home and overseas, to the end that, through the power of the Holy Spirit, Christ is exalted and God is glorified.

3. Organization

- a. It shall be the duty of the Pastor in charge to see that a Parent Body Department is organized and actively engaged in each church in his or her charge. The Presiding Elder shall see that this is carried out.

- b. The Local Society Officers will be elected by the membership of the Society in each Church. It is suggested that Assistant Officers be elected for each office to serve in the initial officers' absence. This will involve more members and provide leadership training for them.
- c. The Recording Secretary shall keep accurate records of the transactions of the Society and a membership roll which shall be turned over to the new officer when appropriate. She will record money collected and disbursed by the Society. She shall prepare reports annually and quarterly along with any other reports that are needed. The Recording Secretary shall be amenable to the Quarterly Conference.
- d. The Corresponding Secretary shall conduct the correspondence of the Society and receive all correspondence from outside sources to the Society.
- e. The Treasurer shall receive and keep an accurate account of all money collected and disbursed by the Society. She shall pay out all money on drafts ordered by the Society and properly signed by the Local President and Local Recording Secretary. She shall be amenable to the Quarterly Conference.

4. Membership

- a. The membership shall be composed of Active, Associate and Honorary members. Associate and Honorary members may not hold offices, or have voting privileges.
- b. All women of the church may become members of the Society by paying monthly dues.
- c. Any woman unable to attend the regular meetings of the Society, and who participates in the work by prayer and contribution of money or supplies for the work may become an Associate member.
- d. Any man may become an Honorary member of the Society by paying an annual contribution, and showing interest in the work.

Section 3. THE YOUNG ADULT MISSIONARY DEPARTMENT

A. GENERAL COORDINATOR

The General Coordinator of the Young Adult Missionary Department shall lead in the design and implementation of the General Mission Education

Program for the Young Adult Missionary Society in corroboration with the General President, Second Vice President, General Officers of the Y's, Buds of Promise, Life Members and Supply Departments. She shall cooperate with the General President, Missionary Supervisors and Literature Committee in preparing all programs for the Young Adult Missionary Department. She shall cooperate with the Committee on Mission Education and recommend such studies as are suitable for the Young Adult Missionary Department. She shall communicate regularly with the Missionary Supervisors and District Coordinators of the Young Adult Missionary Department. She shall keep a statistical record of the Department in a book provided for that purpose and file all correspondence and copies of reports, etc., all of which shall be preserved for her successor. The General Coordinator will conduct the correspondence of the Young Adult Missionary Department.

B. DISTRICT COORDINATOR OF THE YOUNG ADULT MISSIONARY DEPARTMENT

The District Coordinator shall organize Young Adult Missionary Societies within the bounds of the District through the Pastors of the Local Churches. She shall communicate regularly with the Missionary Supervisor, District President and Local Young Adult Missionary Coordinators regarding the Young Adult Missionary Department. She shall assist the District President in arranging the program of the District Mass Meeting and assist her in carrying out the duties assigned by the District Executive Board. She shall make reports as to the progress of the Departments in the District and Annual Conferences. She shall send a list of the names and addresses of the Coordinators of the Local Young Adult Missionary Societies to the Missionary Supervisor, General Coordinator and Executive Secretary. She shall conduct the correspondence of the District Young Adult Missionary Department. All money received for the General Treasury shall be forwarded immediately to the Executive Secretary by the District President, with a statistical and financial report as arranged on the quarterly report form. The District Coordinator shall keep records of the Department in a book provided for that purpose and file all correspondence and copies of reports, etc., all of which shall be preserved for her successor.

C. LOCAL COORDINATOR OF THE YOUNG ADULT MISSIONARY DEPARTMENT

The Local Coordinator shall preside at all meetings of the Local Young Adult Missionary Society and call extra meetings when necessary to further transact

the business of the Department. She shall see to it that the program planned by the General Society and given to her through the District Coordinator for the Young Adult Missionary Society is implemented in the local church. She shall suggest programmatic ideas suited to the interest and age of the Young Adult Missionary Society to the District Coordinator to be transmitted to the General Coordinator for future planning. She shall make reports as to the progress of the Department in the local church at the Mass Meetings. She shall send a list of names and addresses of local Young Adult Missionary Society members to the District President. She shall appoint various committees as suggested by the Constitution. She shall be amenable to the Quarterly Conference.

D. LOCAL YOUNG ADULT MISSIONARY DEPARTMENT STRUCTURE

1. **Name:** The organization shall be called the Young Adult Missionary Society, a Department of the Woman's Home and Overseas Missionary Society of the African Methodist Episcopal Zion Church.
2. **Purpose:** The purpose of the organization shall be to:
 - Unite women, ages 22-40, of the African Methodist Episcopal Zion Church for mission service in the church and community. Among the prime objectives will be social concerns such as child abuse, teenage pregnancies, drug dependency, world hunger, etc.;
 - provide an opportunity for the personal and individual Christian growth of members;
 - provide an opportunity for Christian witness through the use of their time, talent, and treasure to support the mission; and
 - provide experiences that will enable Young Adult Missionaries to perpetuate the experiences and continued growth of the Woman's Home and Overseas Missionary Society, the African Methodist Episcopal Zion Church, and the kingdom of God.

3. Organization

a. Local Officers

- (1) It shall be the duty of the Pastor in charge to see that a Young Adult Missionary Department is organized and actively engaged

in each church in his or her charge. The Presiding Elder shall see that this is carried out.

- (2) The Local Society Officers will be elected by the membership of the Society in each Church. It is suggested that Assistant Officers be elected for each office to serve in the initial officers' absence. This will involve more members and provide leadership training for them.
- (3) The Presiding Officer at the local level shall be called the Coordinator. (See Local Coordinator's duties in Part II, Article I: Section 3C.). Additionally, she shall work cooperatively with other local Departments of the Woman's Home and Overseas Missionary Society in projecting the total program; and work closely and harmoniously with the local pastor in projecting the work of the Young Adult Missionary Society and the General Society.
- (4) The Recording Secretary shall keep accurate records of the transactions of the Society and a membership roll which shall be turned over to the new officer when appropriate. She will record money collected and disbursed by the Society. She shall prepare reports annually and quarterly along with any other reports that are needed. The Recording Secretary shall be amenable to the Quarterly Conference.
- (5) The Corresponding Secretary shall conduct the correspondence of the Society and receive all correspondence from outside sources to the Society.
- (6) The Treasurer shall receive and keep an accurate account of all money collected and disbursed by the Society. She shall pay out all money on drafts ordered by the Society and properly signed by the Local President and Local Recording Secretary. She shall report to the Society and Quarterly Conference when requested.

4. Young Adult Missionary Department Membership

- a. All women of the Church between the ages of 22-40 years old may become members by paying monthly dues.

- b. Associate membership may include women who are unable to attend regular meetings but participate through prayer, study of literature provided by the Department and the sharing of gifts and/or support of the work of the Department (non-voting member).
- c. Honorary membership may include any male who pays an annual contribution and shows interest in the work (non-voting member).

Section 4. THE YOUTH MISSIONARY DEPARTMENT

A. THE GENERAL SECRETARY OF THE YOUTH MISSIONARY DEPARTMENT

The General Secretary of the Youth Missionary Department shall conduct the program of the Youth Missionary Department; communicate regularly with the General President, Missionary Supervisors and the District Secretaries of Youth Missionary Societies. She shall cooperate with the President, Executive Secretary and Superintendent of Buds of Promise in preparing all programs for the Societies and Conventions. She shall cooperate with the Committee on Mission Education and recommend such studies that are suitable for the Society. She shall prepare and recommend money-raising devices for her Department. She shall travel, lecture and hold Conventions in the interest of her Department, which shall include the annual Dorothy S. Johnson General Y Retreat. She shall keep a statistical record for her successor. She shall, by virtue of her office, be a member of the Literature Committee. She shall organize Youth Missionary Societies on the campuses of our Church-sponsored schools and supply them with Departmental literature.

B. THE DISTRICT SECRETARY OF THE YOUTH MISSIONARY DEPARTMENT

It shall be the duty of the District Secretary of the Youth Missionary Department to organize missionary societies within the bounds of her District. She shall put forth efforts to create interest in the cause of missions among the young people of the Church and community by observing areas of need. She may promote a program suitable to the age of the members. She shall assist the District President in arranging the program of the District Mass Meeting and assist her in carrying out duties assigned by the Executive Board. She shall preside over her Department in Mass Meetings. All money received for the General Treasury shall be forwarded immediately to the Executive

Secretary by the District President, with a statistical and financial report as arranged on the quarterly report form.

C. THE LOCAL SECRETARY OF THE YOUTH MISSIONARY DEPARTMENT

She shall see to it that the program, planned by the General Society and given to her through the District Secretary for the Youth Missionaries, is implemented in the local church. She shall suggest programmatic ideas suited to the interest and age of the Youth Missionary Society to the District Secretary of the Youth Missionary Department to be transmitted to the General Secretary for future planning. She shall make reports as to the progress of the Department in the local church at the Mass Meeting. She shall be amenable to the Quarterly Conference.

D. LOCAL YOUTH MISSIONARY DEPARTMENT

1. **Name:** The organization shall be known as the Youth Missionary Society, a Department of the Woman's Home and Overseas Missionary Society of the African Methodist Episcopal Zion Church.
2. **Purpose:** The purpose of the Youth Missionary Society shall be to:
 - enlist the young people of the African Methodist Episcopal Zion Church and community in active missionary service;
 - provide the young people opportunities to accept Christ Jesus as Lord of their lives and continue to grow into mature Christians;
 - encourage the study of the missionary message of the Bible and world missions;
 - raise funds for evangelization in the mission fields at home and abroad; and
 - take an interest in the betterment of civic and social conditions in the community.
3. **Organization**
 - a. The Executive Committee shall be composed of the officers of the Society and the Chairpersons of Committees.
 - b. The Executive Committee shall hold frequent meetings to plan for greater efficiency in the work of the Society.

- c. Other committees may be: Program, Spiritual Life and Worship, Membership, Social and Recreation.

4. Membership

- a. Any girl or young woman between the ages of 13 and 21 may become a member of either of the two groups of the Y Department. They are: Junior Y's, ages 13-16 and Senior Y's, ages 17-21. Each group has its own officers. Active Members shall be those who attend regular meetings of the Society, contribute to the work and serve in some capacity in the Society.
- b. Any young woman may become an Associate Member by making a special contribution of finance and/or needed articles to the Society and attending meetings at her convenience.
- c. Any young man may become a non-voting Honorary Member by showing an interest in the program of the Society and making a financial contribution.

5. Meetings

Meetings of the Society may be held weekly or semi-monthly. The first meeting should be a business meeting at which time monthly dues are collected.

6. Finance

- a. The Local Society shall devise ways and means to increase its funds.
- b. All moneys raised by the Society for the General Budget shall go for its credit and be reported in the Mass Meeting to the District Secretary and reported through the District President to the Executive Secretary.

7. Officers

- a. There shall be a Y Coordinating Secretary to coordinate the activities of the Junior and Senior Y's.
- b. The Officers of the Local Society shall be a Presiding Secretary, Assistant Presiding Secretary, Corresponding Secretary, Recording Secretary, Treasurer and Secretary of Overseas Supply. They shall be

members of the African Methodist Episcopal Zion Church and shall be elected annually by the membership of the Society.

- c. The Officers of the Local Y's shall be members of, and shall make reports to the Quarterly Conference of activities, and moneys collected and disbursed during the quarter.
 - (1) The Presiding Secretary shall preside at all meetings and have general supervision of the Society.
 - (2) The Assistant Presiding Secretary shall preside in the absence of the Secretary and assist in all activities of the Society.
 - (3) The Recording Secretary shall keep a record of the proceedings of the Society, sign all drafts on the Treasury ordered by the Society, render monthly reports to the Quarterly Conference and to the Mass Meetings. She shall furnish delegates with credentials and reports for meetings, etc.
 - (4) The Corresponding Secretary shall conduct the correspondence of the Society, give notices of all meetings and perform duties of the Recording Secretary in her absence.
 - (5) The Treasurer shall receive all money raised for and by the Society and pay out only on drafts ordered by the Society and properly signed by the Presiding Secretary and Recording Secretary. She shall report to the Society upon demand.
 - (6) There shall be a Secretary of Supply in each Society whose duty it shall be to solicit funds and articles of clothing, medicine, etc., for overseas work. She shall report quarterly to the Mass Meeting at least \$1.00 each quarter. She shall be directly responsible to her local Youth Missionary Society.
 - (7) The Y Coordinating Secretary shall set up guidelines for the Presiding Secretaries of the Y Societies under her supervision. She shall hold meetings with these Secretaries and plan necessary adjustments for successful implementation. She shall supervise the implementation of the well-planned program. She shall report all money collected for the General Fund at the Mass Meeting.

- (8) It shall be the duty of the Pastor in charge to see that a Youth Missionary Society is organized and actively engaged in each church in his or her charge. The Presiding Elder shall see that this is carried out.

Section 5. THE BUDS OF PROMISE JUVENILE MISSIONARY DEPARTMENT

- A. **NAME:** The organization shall be known as the Buds of Promise Juvenile Missionary Society of the Woman's Home and Overseas Missionary Society of the African Methodist Episcopal Zion Church.
- B. **MISSION STATEMENT:** It is the mission of the Woman's Home and Overseas Missionary Society of the African Methodist Episcopal Zion Church to establish Christian learning environments and experiences for all children (ages 1-12) through Mission Education. These experiences will enable each child to acquire the knowledge, beliefs and attitudes that are essential to her/his spiritual development as an individual and are necessary for the attainment of a meaningful life.
- C. **GENERAL SUPERINTENDENT:** The General Superintendent of the Buds of Promise shall conduct the program of the Buds of Promise Societies, and communicate regularly with the President, Missionary Supervisors and District Superintendents of the Buds of Promise. She shall cooperate with the President, Executive Secretary and the Secretary of the Youth Missionary Society in preparing all programs for the Societies and Conventions. She shall cooperate with the Committee on Mission Education and recommend such studies as are suitable for her group. She shall prepare and recommend money-raising devices for her Department. She shall keep a statistical record for her Department in a book provided for that purpose and a file of correspondence and copies of reports, etc., all of which will be preserved for her successor. She shall, by virtue of her office, be a member of the Literature Committee.
- D. **DISTRICT SUPERINTENDENT:** It shall be the duty of the District Superintendent of the Buds of Promise to organize Buds Societies within the bounds of her District in each of her respective Departments. She shall put forth efforts to create interest in the cause of Mission among the children of the A.M.E. Zion Church and the community by observing areas of need. Each Buds Society may carry a program suitable to the age of the members. She

shall assist the District President in arranging the program of the District Mass Meeting and assist her in carrying out duties assigned by the Executive Board. She shall preside over the respective Department and receive reports from local societies in Mass Meetings. All money received for the General Treasury shall be forwarded immediately to the Executive Secretary by the District President with a statistical and financial report as arranged on the quarterly report form.

E. LOCAL SUPERINTENDENT: It shall be the duty of the Local Superintendent to preside at all meetings of the Society, call extra meetings when necessary, receive all dues, and sign all drafts on Treasury when ordered by the Society. She shall make reports as to the progress of the Department in the local church at the Mass Meeting. She shall be amenable to the Quarterly Conference.

F. THE LOCAL BUDS OF PROMISE JUVENILE MISSIONARY SOCIETY STRUCTURE

1. **Name:** The organization shall be known as the Buds of Promise Juvenile Missionary Society of the Woman's Home and Overseas Missionary Society of the African Methodist Episcopal Zion Church.

2. **Purpose:** The purpose of the Buds of Promise shall be to:

- create and develop in the children of the church an interest in missions through juvenile Christian culture;
- stimulate the spirit of giving of themselves and their possessions for the good of others; and
- raise money for missions through membership fees, pledges, soliciting devices, etc. The money raised by these methods is to be sent to the Executive Secretary through the District Superintendent of the Buds.

3. **Organization**

a. Officers

The Officers of the local Buds of Promise Missionary Societies shall consist of a Superintendent, Assistant Superintendent, Secretary and Treasurer for each group of Buds. These officers shall be members of the A.M.E. Zion Church.

The groups are as follows:

- Readiness Level, ages 1-3
- Beginner Level, ages 4-6
- Primary Level, ages 7-9
- Junior Level, ages 10-12.

Each group may have its own set of officers who are amenable to the Quarterly Conference and the District Superintendent. The Officers shall make Quarterly Reports to the Mass Meetings and Quarterly Conference.

b. Duties of Officers

- (1) It shall be the duty of the Local Superintendent to preside at all meetings of the Society, call extra meetings when necessary, receipt all dues, and sign all drafts on Treasury when ordered by the Society. She shall be amenable to the Quarterly Conference.
- (2) The Assistant Superintendent shall preside in the absence of the Superintendent.
- (3) The Recording Secretary shall keep a correct record of the money collected. She shall make a report to the Society on demand, to the Quarterly Conference and Mass Meeting. She shall remit all money collected for the General Budget to the President to be sent to the Executive Secretary.
- (4) The Pastor in charge shall see that a Buds of Promise Missionary Society is organized in each Church of his or her charge. The Presiding Elder shall see that this provision is carried out.

c. Membership

- (1) Any girl between the ages of one and twelve years old (1-12) may become a member of the group suited to her age by paying a membership fee and weekly dues.
- (2) Any boy between the ages of one and twelve years old (1-12) may become an Honorary Member of his age group by paying dues.
- (3) Any child may become an Associate Member by paying annual dues.

d. Meetings

- (1) The meetings shall be held weekly and conducted according to the regular order of service arranged by the General Superintendent who shall prepare a program to be used as suggested (See Study Book).
- (2) There may be a public meeting or program held once a month at which time merit cards and honor stars are awarded.
- (3) Order of Business Meeting
 - Call to Worship
 - Reading of Minutes, Roll Call, Paying Dues
 - Report of Secretary and Treasurer
 - Report of Committees
 - Business, Reception of New Members
 - Story Reading, Recreation Hour
 - Singing, Reciting Motto and/or Pledge.

e. Finance

- (1) The Local Society shall devise ways and means by which to increase its funds. It may raise money through membership fees, pledges, entertainment, donations and soliciting devices and by setting up a contingent fund.
- (2) Each child shall pay her/his weekly dues and should be encouraged by the Superintendent to earn money by serving others, thus implanting the true spirit of giving. When a child cannot pay or cannot earn it, the Superintendent should provide a way to raise his or her weekly dues, thus encouraging the child to attend the meetings.
- (3) All money raised by the Society for the General Budget exclusively shall go to its credit and shall be reported in the Mass Meeting to the District Superintendent. The District President will report the same to the Executive Secretary. The report shall also be made at the Quarterly Conference.

- (4) All expenses for operating the Local Society, traveling expenses of delegates and local officers to mass meetings, etc., must be paid from the money raised for this purpose and from the contingent fund.

f. Standard Attire

- (1) There is no specific uniform for the Buds of Promise Juvenile Missionary Society. Attire shall consist of any combination of Holly Green and White.

Section 6. BUREAU OF OVERSEAS SUPPLY DEPARTMENT

A. GENERAL SECRETARY OF THE BUREAU OF OVERSEAS SUPPLY

The General Secretary of the Bureau of Overseas Supply shall conduct the program of the Bureau, communicating regularly with the President, Executive Secretary, Missionary Supervisors and District Secretaries of Supply. She shall receive all contributions of clothing, medicine and literature, etc., that are requested by the Bishops and/or Missionary Supervisors of the work. She shall, with the Bishops of the work, have charge of all articles to be sent to the Field and make an annual report to the Executive Board. Only supplies that are requested will be accepted by the General Secretary of the Bureau of Overseas Supply. The Executive Board shall decide the amount paid for storage. All money for this Department shall be sent to the Executive Secretary. The Secretary of the Bureau shall render a written Quadrennial Report of her work to the General Convention. She shall be responsible for the Prayer Breakfast at the General Convention. The General Secretary shall also (i) prepare a program for Florence Randolph Day and (ii) promote the World Hunger project and prepare a World Hunger program to be circulated throughout the denomination.

B. DISTRICT SECRETARY OF THE BUREAU OF OVERSEAS SUPPLY

1. It shall be the duty of the District Secretary of Overseas Supply to solicit funds for supplies for the Overseas Field. Articles that are requested by the Bishop and/or Missionary Supervisor should be packed securely and shipped as indicated by the Secretary of Bureau of Overseas Supply express prepaid with a letter containing a list of each article. All money should be sent to the Executive Secretary with a statement that it is for the Supply Department.

2. The District Bureau of Overseas Supply Secretary shall be responsible for receiving the supplies. She shall record and date all items. Upon consultation with the Presiding Bishop and Presiding Elder, she shall send items to the General Secretary of the Bureau of Overseas Supply. District Secretaries will report to the Field Worker the type of needs of her District.

C. LOCAL SECRETARY OF THE BUREAU OF OVERSEAS SUPPLY

There shall be a Secretary of the Bureau of Overseas Supply appointed in each Local Church whose duty it shall be to solicit funds and supplies for the overseas work. The articles should be packed securely, express prepaid, with a letter listing all articles sent; and the packed articles should be brought to the Mass Meeting for shipping as indicated by the General Supply Secretary. All money collected should be sent to the Executive Secretary through the District Mass Meeting. Each local Secretary is requested to send at least \$1.00 for the support of the Mass Meeting aside from money from supplies. The Local Secretary of Supply shall report her transactions to the District Secretary of Supply at each Mass Meeting and shall report to her Local Society on demand. Report forms may be secured from the Executive Secretary.

Section 7. THE LIFE MEMBERS DEPARTMENT

A. GENERAL CHAIRMAN OF THE LIFE MEMBERS COUNCIL

The General Chairman of the Life Members Council shall conduct the program for the Council, communicate regularly with the President, Executive Secretary, Missionary Supervisors and District Chairmen of the Council. She shall prepare and recommend money-raising devices for her Department. She shall keep a statistical report for her Department in a book provided for that purpose and a file of correspondence and copies of reports which shall be preserved for her successor. She shall receive all orders for stoles from the Executive Secretary and forward orders to persons ordering stoles. She shall be the custodian of Life Members pins, stoles, and certificates. She shall keep a record of all transactions of ordering stoles. The names of the President, Executive Secretary, and General Chairman of the Life Members Council shall be placed on the Life Members Certificate. The Chairman of the Life Members Council shall prepare a program for the observance of Anna L. Anderson Day. This program shall be sent to each District Chairman, who distributes the program to each Local Chairman.

B. DISTRICT CHAIRMAN OF THE LIFE MEMBERS COUNCIL

It shall be the duty of the District Chairman of the Life Members Council to make a careful survey of her District for the purpose of enlisting all members of whatever class in the program of the Council. She shall seek to set up a Council in each local Church, and shall receive reports from local Councils in each Quarterly Mass Meeting. She shall correspond with the General Chairman and the Missionary Supervisors as to the best methods of carrying on the work. She shall send a copy of each quarterly report to the General Chairman of the Council.

C. LOCAL CHAIRMAN OF THE LIFE MEMBERS COUNCIL

There shall be in each Local Church a Chairman of the Life Members Council who must be a Life Member and whose duty it shall be to organize all Life Members, Matrons, Patrons, and Honorary Life Members into a Local Council. Each member of the Council shall pay five dollars (\$5.00) per year as annual dues and shall become actively engaged with the local Council in devising plans or ways and means of increasing the funds. All money raised by the Life Members Council shall be remitted quarterly to the Executive Secretary through the District President. Each Local Chairman is requested to send at least one dollar (\$1.00) to each Mass Meeting for support of the Mass Meeting. She shall be amenable to the Quarterly Conference.

D. MEMBERSHIP IN THE LIFE MEMBERS COUNCIL

1. As rapidly as Life Members are made in the Local A.M.E. Zion Church, they should be enlisted in the Life Members Council. Five or more Life Members may be organized into a local Council. Any woman, young woman or child (female) of the A.M.E. Zion Church investing the sum of thirty dollars (\$30.00) in the General Treasury will constitute a Life Member (Pin, Stole and Certificate included).
2. Any man or child (male) of the A.M.E. Zion Church investing the sum of thirty dollars (\$30.00) in the General Treasury will constitute an Honorary Life Member (Pin, Stole, and Certificate included).
3. Any Life Member investing the additional sum of one hundred dollars (\$100.00) will become a Patron or Matron (Pin, Stole and Certificate included).

4. A donation of thirty dollars (\$30.00) to the General Treasury of the W.H.&O.M. Society in memory of a deceased member of our denomination will make her/him a Memorial Life Member. An additional donation of one hundred dollars (\$100.00) will constitute a Memorial Life Matron/Patron. A certificate will be issued to the individual who makes the donation. A stole and pin will be issued, held by the District Chairman of the Life Members Council and presented to the Missionary Supervisor of that Annual Conference for use in Overseas Missions.

E. OCCASIONS ON WHICH STOLES ARE WORN

The stoles are to be worn for Missionary Worship Services or Programs during Quadrennial Convention, Annual Conference, District Conference, Anna L. Anderson Observance, Local W.H.&O.M.S. Anniversary Day in May, Local Overseas Missions Day in September, and Missionary celebrations. Stoles should be worn by the women and girls over white outfits. The stoles should be worn by men and boys over white or dark suits.

F. LIFE MEMBERS COUNCIL EDUCATIONAL ENDOWMENT FUND

1. A Scholarship Award is available to a selected A.M.E. Zion Church college freshman who will study in one of our A.M.E. Zion colleges. The scholarship is renewable for three consecutive years provided the recipient maintains a 2.65 (or above) grade point average and continues to study at a Zion college.
2. This fund will be named "The Margaret S. Willie Endowment Fund."

Article II. DEPARTMENTAL SYMBOLISM AND BENEDICTION

Section 1. DEPARTMENTAL MOTTOES, COLORS, SIGNIFICANCE OF COLORS AND EMBLEMS

PARENT BODY

Motto: "The World for Christ"
Colors: Purple (sorrow, suffering)
Gold (honor)



YOUNG ADULT MISSIONARY SOCIETY

Motto: "With hearts and hands:
We reach up to God for strength and direction,
We reach out to love and touch others,
We reach down to lift fallen humanity."
Colors: Peach (loyalty, blood, charity)
Taupe (sorrow, joy and glory)



YOUTH MISSIONARY SOCIETY

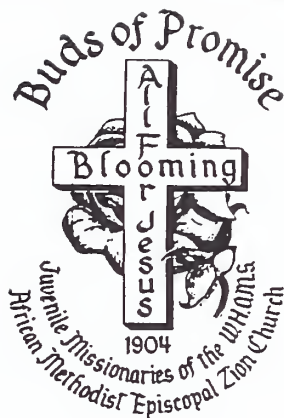
Motto: "Ambassadors for Christ"
Colors: Navy Blue (truth, loyalty)
Gold (heaven and honor)
Watchword: "Christ for Every Youth,
Every Youth for Christ"



BUDS OF PROMISE

Motto: "Blooming All for Jesus"

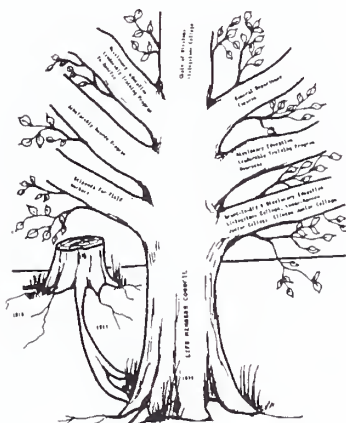
Colors: Green (growth)
White (purity)



LIFE MEMBERS COUNCIL

Motto: "Each One, Make One"

Colors: White (purity, joy)
Red (fire, blood, charity)



BUREAU OF OVERSEAS SUPPLY

Motto: "Faith and Service"

Colors: Pink (excellence, perfection)
White (purity, joy)



Section 2. DEPARTMENTAL THEME SONGS (Published in the A.M.E. Zion Bicentennial Hymnal)

- A. General W.H.&O.M. Society Theme Song: "Lift Him Up" (Page 670).
- B. Y.A.M.S. Theme Song: "Our Promise, Praise and Petition" (Page 673).
- C. Y's Theme Song: "Give of Your Best to the Master" (Page 674).
- D. Y's Hymn: "Take My Life and Let It Be" (Page 675).
- E. Buds Theme Song: "Blooming All for Jesus" (Page 676).
- F. Buds Hymn: "I Would Be True" (Page 677).
- G. Supply Theme Song: "O Master Let Me Walk With Thee" (Page 680).
- H. Life Members Theme Song: "Throw Out the Life Line" (Page 679).

Section 3. MISSIONARY BENEDICTION:

"God be merciful unto us and bless us; and cause His face to shine upon us and give us peace." Amen (Psalms 67:1)

PART III.
PROGRAMS OF THE WOMAN'S HOME AND OVERSEAS
MISSIONARY SOCIETY

Article I. FIELD WORKERS

Section 1. FIELD WORKERS. Field Workers are a part of the constructed program for Overseas Missions for the Woman's Home and Overseas Missionary Society.

A. PURPOSE. The purpose of the Emma B. Watson Leadership Training Institute of the Woman's Home and Overseas Missionary Society is to:

- Train and update in-service education for Christian workers at home and overseas;
- Win souls for Christ; and
- Expand the fellowship of the African Methodist Episcopal Zion Church's overseas mission workers by sponsoring in-depth training sessions at an approved location as deemed necessary, immediately preceding the General Convention with a follow-up correspondence course providing them with help and study materials.

B. GENERAL STRUCTURE OF FIELD WORKERS PROJECT

1. The Field Worker in Christian missions is the person whose life has been dedicated to Christian service through her Denomination or in and through the World Council of Churches. Such a person must, by all means, be trained as well as dedicated. Therefore, the Field Worker for the African Methodist Episcopal Zion Church must know not only the Zion Church, but its relationship to the Christian church. Further, the Field Worker must know and experience from day to day the meaning and message of the Christian gospel and social ethics.
2. The Field Worker shall abide by the rules and regulations as set up in this Constitution wholly (as what is expected of them in detail).
3. The Report Form shall be used and sent quarterly, on time and in detail as is outlined. (Two Report Forms to be sent by Executive Secretary. The Field Worker is to return one to the Executive Secretary and the other to the Missionary Supervisor).

4. The Field Workers shall know their communities, family needs and strive to be socially concerned and supply the total needs of individuals, whether spiritual or material.
5. The Field Workers shall strive to get teams of two, including men as Associate Members for visitation in the homes. Field Workers who show little or no interest, or who fail to get results shall be replaced by an Associate Worker who shall be in training in the workshop and who shows signs of being able to produce.
6. Field Workers are expected to cooperate with the Pastors, Local Churches and to function with all local programs.
7. **Finance:** The salary of each Field Worker is to be \$200.00 per quarter. All raises shall be by Quadrennium. Two report forms for Field Workers are to be sent with each check.
 - All increases will be on the basis of merit.
 - The training periods are to be financed wholly by the Woman's Home and Overseas Missionary Society drawing funds from the Life Members Council and the Supply Departments. Fifteen Hundred Dollars (\$1,500.00) per year from the Life Members Council and one thousand dollars (\$1,000.00) from the Supply Department per year. If this money is not used, it shall remain in escrow for this purpose ONLY.
 - Retirement salary shall be one-half (1/2) of the individual salary at the time of retirement.
8. **Qualification of a Field Worker:** The Field Worker shall be an active member of the African Methodist Episcopal Zion Church in good standing for two (2) years.
 - The Field Worker shall be between the ages of 25 and 65 years of age, in good health and able to travel.
 - The Field Worker shall have a high school education or its equivalent, and have the ability to promote full participation and involvement of others in home, church, school and community service.
 - The Field Worker must be willing to attend planned training sessions to keep abreast of the work of the Christian church.

9. **Recruitment:** Persons recruited to serve as Field Workers in the Overseas Mission program under the auspices of the Executive Board of the Woman's Home and Overseas Missionary Society, Board of Overseas Missions and the Board of Bishops of the African Methodist Episcopal Zion Church should be persons with balanced personalities, apt in learning, and dedicated to the Christian way of life. A Field Worker may be recruited by members of the Executive Board of the Woman's Home and Overseas Missionary Society, the Overseas Missions Board, the Presiding Bishops and Missionary Supervisors of the Overseas Conferences.
10. **Training Period:** A prospective Field Worker must be an attendant in a training session to be held at an approved location for one week, the year of the General Convention of the Woman's Home and Overseas Missionary Society.
 - Trainee must be in attendance on the opening date of the Training Session and remain until the closing date.
 - Schedules and subjects should be planned by the Second Vice President, and a committee with representatives from the Overseas Missions Board, Executive Board of the Woman's Home and Overseas Missionary Society, the Board of Bishops, and Missionary Supervisors involved with Overseas Conferences.
 - Only one (1) Field Worker per Overseas Conference shall be on salary unless additional funds are available for more.
 - Trained Field Workers must conduct workshops in their area semi-annually involving a representative from each Church of the said area assigned.
 - Field Workers shall be selected from those who have attended all or more than half of the workshops held on the Conference Levels. The Missionary Supervisors along with the Bishops of the concerned area should know and see to it that the right materials are in the hands of the said worker.
11. A training session should be held for a given period as set up by the Second Vice President, after consultation with a committee with representatives from the Overseas Missions Board, the Woman's Home and Overseas Missionary Society's Executive Board, the Bishops and Missionary Supervisors involved with these candidates, so as to equip

them with the necessary training to carry out the position effectively. If recommended by this committee, a class could become a part of a Floating Conference.

12. **Tenure:** The term of service prior to the retirement age may continue as long as the Field Worker performs the responsibilities effectively and the work standards are acceptable as outlined in this Constitution.
13. **Suggested Programs:** All yearly celebrations are to be observed as recommended in the "*Constitution and By-Laws*" of the Woman's Home and Overseas Missionary Society (Part III, Article III), and the "*Book of Discipline*" of the African Methodist Episcopal Zion Church.

Article II. WH&OMS DISTRICT MASS MEETING

A. NAME

This organization shall be known as the District Missionary Mass Meeting of the African Methodist Episcopal Zion Church, and shall be held quarterly in each Presiding Elder District with the District Officers in charge of planning and executing the program.

B. PURPOSE

It shall be the purpose of the District Quarterly Mass Meeting to:

- Inspire missionary zeal and enthusiasm throughout the District by the use of attractive programs and new methods of presentation (such as pageants, map study, round table discussions, mission study courses, age group meetings and story tellings);
- Receive the funds sent by local Societies;
- Inspire workers by concrete presentations of the needs in the field at home and abroad;
- Learn about the church through the method of "Learn in Session" workshops in each District.

C. ORGANIZATION

1. In each Annual Conference, there shall be appointed one District President, one District Coordinator of the Young Adult Missionary Society, one District Secretary of the Youth Missionary Society, one

District Superintendent of the Buds of Promise, one District Secretary of the Bureau of Overseas Supply, and one District Chairman of the Life Members Council for each Presiding Elder District.

2. There shall be elected annually by the District Mass Meeting a Recording Secretary, Corresponding Secretary, Treasurer, and Reporter. These persons together with the District Officers shall form the District Executive Board.
3. The District Officers shall often confer with the Missionary Supervisor, Executive Secretary, Presiding Elder and Pastors as to the best methods of promoting the work.
4. Missionary Convocations may be held jointly including Annual Conferences where the Missionary Supervisors and Bishops decide. The Supervisor of the territory where the Convocation meets shall preside.
5. The District Officers, with the Presiding Elder of the District, may arrange a special mission education program annually. This special program may be arranged for a Missionary Institute, One-Day Program, Leadership Training School, or Vacation Bible School.
6. The District Executive Board, in consultation with the Presiding Elder, shall arrange the place, date and program of the District Mass Meetings and adopt new ways and means for the successful implementation of them.
7. The Local Department heads should be encouraged to attend District Mass Meetings in order to learn about and adopt ways and means for the successful implementation of attractive programs and new methods of presentation of the same, to learn about the needs in the field, at home and abroad, and to confer with the District Officers.

D. SPECIAL WORKERS

1. **Recording Secretary.** It shall be the duty of the District Recording Secretary to keep a record of the proceedings of Quarterly Mass Meetings and an updated roll of Local Presidents, Coordinators of Young Adult Missionary Societies, Y Secretaries, Superintendents of Buds, Secretaries of Supply and Life Members Council Chairmen of each Local Society in the District. She shall send a list of the officers with addresses annually to

the Executive Secretary who will compile a Directory of District Officers to be forwarded to the Executive Board.

2. **Corresponding Secretary.** It shall be the duty of the District Corresponding Secretary to mail the call for Executive Meetings, conduct the correspondence for the District Meetings, send out programs and other literature, advertise the District meetings, and carry out the order of the Executive Board in distributing devices for special collections to be reported at District Meeting.
3. **Reporter.** It shall be the duty of the Reporter to use the available mass media (especially our own periodicals) to publicize Mass Meetings and newsworthy missionary events of the District.

E. FINANCE

1. Money collected for the General Fund and for departmental and other observances through the Societies and brought to the District Mass Meeting shall be sent to the Executive Secretary, by the District President no later than two weeks following the Mass Meeting. All checks must bear at least two signatures, one being the District President.
2. The traveling expenses of the District Officers to the Mass Meeting and other incidental expenses shall be paid out of the money sent by the Local Societies for expenses from registration fees and collections.
3. The traveling expenses of the District Officers shall be paid by the Local Societies visited. Where it is necessary for any District Officers to visit Annual Conferences in the interest of their work, their expenses shall not be paid from the money sent to the Annual Conference for Missionary purposes, but the District Mass Meeting may provide the expense by special arrangement.

F. ORDER OF BUSINESS

Suggested activities for Mass Meeting:

- Worship Service
- Appointment of Committees (Rules, Finance, Music, Worship, Social Concerns, Sunshine, Courtesy)
- Report of Local Societies (Special Projects, Outreach Ministry)

- Current Events, letters from the Overseas Field
- Reports of Committees
- Ecumenical: World Federation of Methodist and Uniting Church Women, Church Women United, National Council of Negro Women, National Association for the Advancement of Colored People. (The Ecumenical Outreach of the Society shall be encouraged at the Local and District levels so that more women may participate in our Affiliate Organizations.)
- Workshops
- Discussions
- Sectional Meetings, Mission Study or Book Review
- Program for Convocation
- Subscriptions: Courtesies and Missionary Literature
- Annual Report of District Officers
- Simultaneous Group Conferences for study of Missionary Problem Solving
- Reports of groups to the General Body
- Discussions or reviews of Missionary Study Books
- Pageants or panel discussion
- Awarding of Life Member Stoles and Certificates during a special prepared program.

G. HONOR ROLLS

To increase the influence and give more impetus to the District Meetings, there may be an Honor Roll. The Churches in the Presiding Elder's District having an active Missionary Society of each Department and reporting at the Mass Meeting each quarter may be placed on the Roll of Honor with names of the Pastor and Local Officers. The banners, pin or pennants should be awarded at the evening service or at some convenient time in the spirit of friendly rivalry between Local Societies. This is of spiritual and financial benefit to the District, the church and the community.

Article III. W.H.&O.M.S YEARLY OBSERVANCES

Section 1. YEARLY OBSERVANCES

All programs for departmental observances shall be circulated in advance; and published four months in advance in *The Missionary Seer*. Following each

departmental observance an offering shall be sent to the Executive Secretary by the District President.

A. The following yearly observances shall be held:

1. **"Victory Day"** shall be observed on the Sunday nearest January 12, the birthday of Miss Victoria Richardson, the first Secretary of the Youth Missionary Society. The program shall be prepared by the General Secretary of Youth.
2. **"Marie L. Clinton Day"** shall be observed the 4th Sunday in January. The program shall be prepared by the General Superintendent of the Buds of Promise.

3. **Second Mile Observance**

A. **"Mary Gaither Meeks Agape Luncheon"** (February).

B. **Agape Sunday** shall be observed the second Sunday in February to promote the "Second Mile Offering" and undergird home and overseas missions. The program shall be prepared by the First Vice President.

C. **"Wilma D. Leake Walk-A-Mile for Second Mile"**.

4. The **Anniversary** of the Woman's Home and Overseas Missionary Society shall be observed the first week in May. The program shall be arranged jointly by the General President and the Executive Secretary.
5. **"Emma Clarissa Clement Day"** shall be observed on the Second Sunday in May, and a program shall be arranged jointly by the General President and the Executive Secretary, and issued from the Executive Secretary's office jointly with the Anniversary Program.
6. **"Florence Randolph Day"** program shall be arranged by the General Secretary of the Bureau of Overseas Supply during the first quarter (June, July or August).
7. The annual **"Dorothy S. Johnson General Y Retreat"** (summer).
8. **Overseas Mission Sunday** – 4th Sunday in September. (As a symbol of unity, all women of the A.M.E. Zion Church are requested to wear white.)

9. **Life Members Month** shall be observed in October, and suitable programs will be observed in memory of Anna L. Anderson. On this occasion, each member of the Society is asked to contribute five dollars (\$5.00) to the Council. The program shall be prepared by the General Chairman of the Life Members Council.
10. **Founders Day**, the Young Adult Missionary Society Annual Observance, shall be celebrated in the month of November when Dr. Willa Mae Rice will be recognized as the Founder, and Dr. Adlise Ivey Porter, as the Organizing Coordinator. The program shall be prepared by the General Coordinator of YAMS.
11. **"Annie W. Blackwell Day"** is December 7 of each year. The program shall be prepared by the Second Vice President.
12. **World Hunger**
 - A. **World Hunger Month** shall be observed in December. The program shall be prepared by the General Secretary of the Bureau of Overseas Supply.
 - B. **World Hunger Sunday** shall be observed the 1st Sunday in December.

Article IV. ECUMENCIAL OUTREACH

Section 1. ECUMENICAL AFFILIATES. The Ecumenical Outreach of the Society will be encouraged at the General, District and Local levels so that more women, where possible, may participate in our Affiliate organizations. The representatives to each organization shall keep the body informed of the activities of the Affiliate.

A. GENERAL LEVEL

- Church Women United (CWU)
- National Association for the Advance of Colored People (NAACP)
- National Council of Negro Women (NCNW)
- World Federation of Methodist and Uniting Church Women (WFM&UCW)
- Denominational Education for Missions (DEM—Friendship Press).

B. DISTRICT LEVEL

- Church Women United (CWU)
- National Association for the Advance of Colored People (NAACP)
- National Council of Negro Women (NCNW)
- World Federation of Methodist and Uniting Church Women (WFM&UCW).

PART IV.
CENTRALIZED OFFICE AND GENERAL ELECTIONS

Article I. CENTRALIZED OFFICE

Section 1. CENTRALIZED OFFICE. A permanent centralized office shall be maintained for the records and day-to-day operations of the work of the Woman's Home and Overseas Missionary Society and its Executive Board of the African Methodist Episcopal Zion Church. This office will have a staff as needed under the immediate direction and supervision of the Executive Secretary or other such persons as the Executive Board may decide, along with input and support from the Treasurer, the Personnel Committee and the Executive Board.

Article II. ELECTION PROCESS OF GENERAL OFFICERS

Section 1. PROCEDURES FOR ELECTION OF GENERAL OFFICERS
(Excluding the Office of Executive Secretary and Treasurer)

A. ELECTION PROCEDURES.

1. By May 1st of the year of the Quadrennial Convention, all incumbents for the offices of the Woman's Home and Overseas Missionary Society shall send a letter of intent to the Executive Secretary. All new candidates should send a letter of intent and recommendations from their Pastor, Presiding Elder, Missionary Supervisor and Presiding Prelate to the Executive Secretary.
2. In the event that there is an office for which there is no candidate by the filing deadline, any candidate filing thereafter must follow the same procedures as those candidates who filed before the deadline.

B. QUALIFICATIONS FOR CANDIDATES FOR GENERAL OFFICE
(Excluding the Office of Executive Secretary and Treasurer). All candidates must be, at minimum:

1. Active members in the African Methodist Episcopal Zion Church maintaining at least five (5) consecutive years as members in good standing.

2. Experienced at the District level of the Woman's Home and Overseas Missionary Society and knowledgeable of the working programs in the W.H.&O.M. Society and the A.M.E. Zion Church.
3. Dedicated to missions, have integrity, commitment and an ability to work well with the W.H.&O.M. Society's Executive Board.
4. Able to perform all duties that are required by the Constitution and By-Laws and mandated by the W.H.&O.M. Society.

Section 2. PROCEDURES FOR ELECTION FOR OFFICE OF EXECUTIVE SECRETARY AND TREASURER

A. ELECTION PROCEDURES. Prior to each Quadrennial Convention election, the procedure for selecting qualified candidates for the office of Executive Secretary and Treasurer will include the submission of a vitae, three references and an interview by the Personnel Committee for purposes of validating qualifications. Such procedures will take place as follows:

1. The original letter of intent with all documents shall be in the hands of the Executive Secretary no later than the 15th of July the year preceding the Quadrennial Convention with copies to the Chairperson of the Personnel Committee in office at that time.
2. That each candidate for these offices meet with the Personnel Committee at the Connectional Council the year preceding the Quadrennial Convention for an interview and certification. The final certification report is distributed to the President.
3. That all applicants be notified of their acceptance as a candidate by the General President and upon receipt of such letter from the President can then campaign.

Section 3. QUALIFICATIONS FOR OFFICE OF EXECUTIVE SECRETARY. All candidates must be:

1. Active members in the African Methodist Episcopal Zion Church maintaining at least five consecutive years of paid membership;
2. Experienced at the District level of the Woman's Home and Overseas Missionary Society and knowledgeable of the working programs in the

Woman's Home and Overseas Missionary Society and the African Methodist Episcopal Zion Church;

3. Able to demonstrate proficiency in the following areas:
 - b. Computer Science – Utilizing and understanding computer management and record keeping from programs and/or data base materials
 - c. General accounting principles, bookkeeping;
 - d. Excellent writing skills;
 - c. Ability to read and prepare financial reports;
4. Competent and possess administrative and management skills and have the capability to oversee a permanent Woman's Home and Overseas Missionary Society office;
5. Flexible enough to devote time to overseeing that the day-to-day business of the Society is being conducted properly and in accordance with the directions of the Executive Board;
6. Able to communicate skillfully and to efficiently articulate the needs and operations of the Society to all ages and levels of intellect in the following areas.
 - a. Oral Communications;
 - b. Public Relations Skills;
 - c. Written Communications;
7. Dedicated to missions, have integrity, commitment and an ability to work well with the Woman's Home and Overseas Missionary Society's Executive Board;
8. Capable of being bondable in the amount of \$100,000.00;
9. Well organized and capable of getting involved and understanding details of budgets, human resource issues, and the general promotion of the activities of the Society; and
10. Able to perform all duties that are required by the Constitution and mandated by the Woman's Home and Overseas Missionary Society.

Section 4. QUALIFICATIONS FOR OFFICE OF TREASURER. All candidates must be:

1. Active members in the African Methodist Episcopal Zion Church maintaining at least five consecutive years of paid membership;
2. Experienced at the District level of the Woman's Home and Overseas Missionary Society and knowledgeable of the working programs in the Woman's Home and Overseas Missionary Society and the African Methodist Episcopal Zion Church;
3. Able to demonstrate proficiency in the following areas:
 - a. Computer Science – Utilizing and understanding computer management and record keeping from programs and/or data base materials;
 - b. General accounting principles, bookkeeping;
 - c. Excellent writing skills;
 - d. Ability to read and prepare financial reports;
3. Flexible enough to devote time to overseeing that the Society's financial business is being conducted properly and in accordance with the directions of the Executive Board;
4. Able to communicate skillfully and to efficiently articulate the needs and operations of the Society to all ages and levels of intellect in the following areas:
 - a. Oral Communications;
 - b. Public Relations Skills;
 - c. Written Communications;
5. Dedicated to missions, have integrity, commitment and an ability to work well with the Woman's Home and Overseas Missionary Society's Executive Board;
6. Capable of being bondable in the amount of \$100,000.00; and
7. Able to perform all duties that are required by the Constitution and mandated by the Woman's Home and Overseas Missionary Society.

APPENDIX

1999-2003 SOCIAL ISSUES RESOLUTIONS
(Endorsed by the W.H.&O.M.S. Executive Board)

NEW AGE TECHNOLOGY: Be it Resolved, that the Woman's Home and Overseas Missionary Society calls for legislation that would make supervised after-school computer classes available to all low-income and working minority families; and that the W.H.&O.M. Society will work in cooperation with the National Council of Negro Women and other organization programs to assist African American women in providing for children the technical environment necessary for the next millennium.

LUPUS: Be it Resolved, that the Woman's Home and Overseas Missionary Society will support legislation to increase funding for research and scientific understanding of Lupus; and that the W.H.&O.M. Society will work within their communities to educate African American women, on all socio-economic levels, on the systems of Lupus.

CHILD SEXUAL ABUSE PREVENTION: Be it Resolved, that the Woman's Home and Overseas Missionary Society will provide education, advocacy and resources to undergird the effective treatment and counseling for the child victim, the victim's family and work with law enforcement agencies to see that the offender receives appropriate counseling and treatment.

DOMESTIC VIOLENCE: Be it Resolved, that the Woman's Home and Overseas Missionary Society issues a call to action to educate citizens about the impact of domestic violence on families, communities and particularly children and adolescents; and that the W.H.&O.M. Society will identify resources in their communities that address violence against women and develop collaborative strategies to address domestic violence.

WELFARE REFORM: Be it Resolved, that the Woman's Home and Overseas Missionary Society will work independently and cooperatively with the Children's Defense Fund and the National Council of Negro Women and other organizations to develop monitoring projects that will assess the implementation of Temporary Assistance for Needy Families (TANF) Programs in their communities.

HIV/AIDS: Be it Resolved, that the Woman's Home and Overseas Missionary Society will develop and sustain comprehensive community-based programs and services for African Americans, including African Americans living with HIV/AIDS particularly.

EDUCATION: Be it Resolved, that the Woman's Home and Overseas Missionary Society urge all responsible government to join the Virginia House of Representatives in the revision of its "TANF Bill" which exempts women on public assistance from additional work requirements while in college and making satisfactory progress towards a degree; and that the W.H.&O.M. Society in each state write their Congressperson to encourage the implementation of the proposed new initiative presented by President Bill Clinton.

BREAST CANCER: Be it Resolved, that the Woman's Home and Overseas Missionary Society calls for immediate action on the part of community organizations, local and federal government agencies to ensure increased access to quality educational and early detection services, particularly to those women who are uninsured or underinsured; and that the W.H.&O.M. Society members will actively support, endorse and participate in organizational efforts to educate African American women on the importance of culturally-appropriate education activities, breast self examination, mammography screening and early detection in order to reduce the incidence of breast cancer in African American women.

PRISON MINISTRY: Be it Resolved, that the Woman's Home and Overseas Missionary Society, on behalf or in acknowledgment of Kemba Smith, will (i) promote an awareness program; (ii) write letters to the U.S. President and send petitions to local, state, and national elected officials; (iii) serve as a springboard for preventive teachings for Youth Missionaries and Buds of Promise Missionaries on making choices, self awareness, self esteem and reducing co-dependency; (iv) establish support groups for families of offenders; and (v) develop an ongoing prison ministry with an emphasis designed especially for women.

